

RENTAL PROPERTY QUARTERLY REPORT

Grantee: _____ **Contract Number:** _____

Quarterly Report for the months of: _____ **# of Units:** _____

INDICATOR	MONTH _____	MONTH _____	MONTH _____
Gross potential rent			
% of gross potential rent collected			
Total Income			
Total Expenditures			
Cash Balance at end of month			
Accounts receivable at end of month			
Accounts payable at end of month			
Reserve Account Total			
Vacancies at end of month			

1. Were any units unavailable for lease (“down” units due to damage, rehab, etc.) during this quarter? If so, please provide an explanation and the length of time actually unavailable for lease or expected to be unavailable.

2. Were there any findings during the last physical inspection? Any code violations? Please list and give current status as of the end of the quarter.

3. Any other factors influencing the property’s performance? Any anticipated concerns or issues?

4. List affirmative marketing efforts under taken in the last quarter. How do these efforts pertain to your affirmative marketing plan (if applicable)?

5. What method is being used to determine eligibility for your project? Do you foresee problems meeting the contract eligibility requirements?

(Send one original to your Asset Manager at: Colorado Division of Housing, 1313 Sherman Street, Room 518, Denver, CO 80203.) Revised 10/02